Schedule 10

LOCAL SCHOOL DISTRICTS

Nebraska Records Management Division 440 South 8th Street, Suite 210 Lincoln, NE 68508 (402) 471-2559

REQUEST FOR APPROVAL OF RECORDS RETENTION	SCHEDULE NUMBER
AND DISPOSITION SCHEDULE	AGENCY, BOARD OR COMMISSION
	LOCAL SCHOOL DISTRICTS
TO: STATE RECORDS ADMINISTRATOR	DIVISION, BUREAU OR OTHER UNIT
STATE OF NEBRASKA	Supersedes Edition of February 22, 1984
PART I — AGENCY STATEMENT	
In accordance with Section 84-1212.01, R.R.S. 1943, approved disposition schedule by the State Records Administrator is he dispositions have been recommended by this agency after a Section 84-1212.01, R.R.S. 1943.	ereby requested. Retention periods and
· Ine A Hole	
Executive Dueston, NOSA	Jan. 20, 1989
PART II — ARCHIVAL APPROVAL	U
The attached schedule has been analyzed, all archival and hidentified, no disposition except by transfer to the State Arch material, and this schedule is approved as submitted.	ives has been recommended for such
SIGNATURE Sherrice S. Carriel STATE ARCHIVIST	30 Ja. 1984
PART III — APPROVAL BY STATE RECORDS ADMINISTRATO	DR
The attached schedule has been reviewed in accordance wi and is approved as submitted.	
SIGNATURE SUCCESSION ADMINISTRATOR	DATE 9-66 1-89

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

- 1. Check your schedules to see what the retention period is. **Note**: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
- 2. Dispose of records that have met their retention periods.
- 3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was done in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in the Records Management Division to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each local government entity to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact a Records Management Consultant in the Records Management Division. We will help you with any questions the schedule may present.

Records Management Division 440 South 8th Street, Suite 210 Lincoln, NE 68508-2294 402-471-2559

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SCHEDULE NO. 10 - RECORDS OF LOCAL SCHOOL DISTRICTS

10-1 STUDENT RECORDS

10-1-1 PERMANENT STUDENT RECORDS

The items listed below are examples of the types of records which would be included in the student's permanent record. The list is not meant to be all encompassing. Permanent student records may include:

- 1. Student's social security number.
- 2. Summary attendance records.
- 3. Grade level completed.
- 4. Transcript of classes taken with grades and credits received.
- 5. Record of date and of type of inoculations and health examinations which are given to the class or student body as a whole.
- 6. Record of participation in officially recognized school activities and sports.
- 7. Signatures of people who are required to sign for access to permanent student records and statement of purpose for such access.
- 8. Student's or student's parents' written consent of release of permanent student records.

NOTE: THESE RECORDS ARE CONFIDENTIAL. See Section 79-4,157, R.R.S. 1943. ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals pursuant to section 10-6-10 upon the student's graduation or after a 3 year continuous absence from school.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently. MICROFILM WORK COPY: Retain permanently.

10-1-2 SUBSIDIARY STUDENT RECORDS

The items listed below are examples of the types of records which would be considered subsidiary student records. The list is not meant to be all encompassing. Subsidiary student records may include:

- 1. Results of standardized achievement, aptitude, ability, interest and intelligence tests.
- 2. Early Entrance to Kindergarten.
- 3. Protocols of tests administered to the class or student body as a whole.
- 4. Psychological examination reports.
- 5. Diagnostic education evaluations.
- 6. School social worker's case study reports.
- 7. School Educational Specialists' Report.
- 8. Truancy reports.
- 9. Final reports by non-school special consultants.
- 10. Correspondence concerning student.
- 11. Educational, medical and family histories and data particular to individual students.
- 12. Data summary reports.
- 13. Transcripts of school hearings concerning students (Non-disciplinary).
- 14. Student's or student's parents' written consent of release of subsidiary student records.
- 15. Parents' written consent permitting special examination of their child.
- 16. Anecdotal records.
- 17. Signatures of people who are required to sign for access to subsidiary student records and statement of purpose for such access.

- 18. Extra copies of permanent student records.
- 19. Limited English Proficient Individual Student Data.

Dispose of all SUBSIDIARY STUDENT RECORDS upon the student's graduation or after the student's 3 year continuous absence from school.

10-1-3 DIRECTORY INFORMATION

May include the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information.

NOTE: Certain requirements must be met before information is released, see 34 CFR 99.37.

ORIGINAL RECORD: Retain permanently; OR, microfilm and dispose of originals pursuant to Section 10- 6-10 upon the student's graduation or after a 3 year continuous absence from school.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently. MICROFILM WORK COPY: Retain permanently.

10-1-4 DISCIPLINARY RECORDS

Disciplinary records are to be maintained separately from academic records and are to be CONFIDENTIAL and withheld from unauthorized persons. See Section 79-4,157, R.R.S. 1943.

Destroy all DISCIPLINARY RECORDS after the student's 3 year continuous absence from school.

10-1-5 VOCATIONAL REHABILITATION RECORDS

Records of students covering vocational rehabilitation programs. See 34 C.F.R. 300. **Dispose of 5 years after student is no longer in the program.**

10-1-6 SPECIAL EDUCATION RECORDS

All records of students in special education programs including financial records and individual student records. See 34 C.F.R. 300.

Dispose of 5 years after no longer needed to provide services for the student or after 20 years, whichever is sooner.

10-1-7 CLASS ROSTER

List of students enrolled in a specific course or class and used as working papers by the teacher. This information might also be found in TEACHER GRADE BOOKS.

Dispose of after completion of the school term to which the roster applies.

10-1-8 REPORT CARDS (SCHOOL COPY)

School copy of grade report given to each student.

Dispose of after information is transferred to student's permanent record.

10-1-9 SCHOOL ATTENDANCE RECORDS

School's record of student's specific attendance during a school year which includes days present and days absent.

Dispose of after summary information is transferred to student's permanent record.

10-1-10 TEACHER GRADE BOOKS

Teacher's record of student grades received during a school term.

Dispose of 2 years after completion of the school year.

10-1-11 TEACHER PLAN BOOKS

Teacher's record of lesson plans, assignments and tests during a school year.

Dispose of when no longer of reference value.

10-2 REPORTS TO AND FROM STATE DEPARTMENT OF EDUCATION

10-2-1 COMPREHENSIVE SCHOOL EVALUATION SELF-STUDY AND EXTERNAL REPORT

Reports of the comprehensive school evaluation include a local self-study report and an external visitation team report. Evaluation is conducted every 7 years as an accreditation requirement.

Dispose of after 7 years.

10-2-2 ANNUAL FALL REPORTS

School Districts annual reports filed in the fall of enrollment, staff data and of general financial data. Also included is a secondary school class schedule. Forms include: Fall Personnel Report (NDE 0214), Fall Curriculum Report (NDE 0215), School District Membership Reports (NDE 0216, 0217), State Aid Supplement (NDE 0217-second page) and ESU Personnel Report.

Dispose of after 3 years provided audit has been completed.

10-2-3 ANNUAL STATISTICAL SUMMARY REPORT

Report submitted to the State Department of Education at the end of each school year. Data is reported by all accredited public and non-public school districts. Examples of data reported on this form are: Average Daily Attendance (ADA), Average Daily Membership (ADM), School Transportation Data, information on non-certified staff and names of substitute teachers.

Dispose of after 5 years.

10-2-4 APPLICATION FOR STATE AID (OBSOLETE 1980)

Application submitted by school to State Department of Education. **Immediately dispose of obsolete record.**

10-2-5 APPLICATIONS FOR TESTING CENTERS FOR HIGH SCHOOL EQUIVALENCY

Copies of form submitted to State Department of Education. **Dispose of after 2 years.**

10-2-6 DRIVER EDUCATION FILES (OBSOLETE 1982)

Includes the following; copies of which are sent to the State Department of Education: Application to Participate in the Driver Education Fund, Application for Reimbursement for Driver Education Program, Report of Expenses and School Report.

Immediately dispose of obsolete record.

10-2-7 RULE 14 FALL APPROVAL REPORT OR RULE 15 FALL ACCREDITATION REPORT

School's annual report of compliance to the State Department of Education of compliance with either Rule 14 (approval) or Rule 15 (accreditation). May include documentation of off-site offerings, correspondence courses, biennial course offerings, modifications for nonpublic schools, or notification of correction of violations.

Dispose of after 5 years.

10-2-8 MECHANIC'S SCHOOL BUS INSPECTION REPORT

State Patrol's annual inspections of operation and safety of school buses, copies of which are sent to the State Department of Education. **Dispose of after 2 years.**

10-2-9 RECORD OF LAST PAYMENT

Record of last payment of state aid sent to school by State Department of Education. **Dispose of after 5 years provided audit has been completed.**

10-2-10 REPORT OF GRADE SPAN OCCUPYING SCHOOL BUILDING (OBSOLETE 1978)

Report submitted by school district to State Department of Education stating grade span in each building in school district. Report has been replaced by Fall Membership Report. **Immediately dispose of obsolete record.**

10-2-11 DELETED

10-2-12 SCHOOL CENSUS INFORMATION REQUEST FORM

Form requesting census information which is sent by school officials to all patrons in the school district. This information is then submitted to the County Superintendent and compiled on the SCHOOL CENSUS RECORD.

Dispose of after 2 years.

10-2-13 SCHOOL DISTRICT REORGANIZATION SURVEY (Copies)

Research report made by the State Department of Education examining potential school district reorganization.

Dispose of after superseded.

10-2-14 STATE FALL REPORT OF PUBLIC SCHOOL HOUSING (OBSOLETE)

Report submitted by schools to State Department of Education regarding conditions of school buildings and facilities.

Immediately dispose of obsolete record.

10-2-15 STATE VISITATION REPORT OF NEBRASKA SCHOOLS (OBSOLETE 1978)

Reports of state visitation teams to schools, concerning objectives, philosophy, faculty, library and courses of study. This report has been replaced by the Approval or Accreditation Visit Report, see 10-2-19.

Immediately dispose of obsolete record.

10-2-16 STUDENTS LEAVING SCHOOL BEFORE GRADUATION OR COMPLETION OF THE TWELFTH GRADE (Previously STUDENT DROP OUT REPORTS)

Report from each school district of students who have dropped out of school or who have returned to school after having dropped out.

Dispose of after 2 years.

10-2-17 WORKSHEET FOR CALCULATING STATE AID (OBSOLETE 1980)

Worksheet to compute approximate amount of funds to be received by schools. A copy of this is sent by the State Department of Education to the school. Immediately dispose of obsolete record.

10-2-18 FOLLOW-UP FOR EACH VOCATIONAL STUDENT IN THE FALL FOLLOWING GRADUATION (OBSOLETE JULY, 1985)

This is a report which shows: (a) advanced schooling where, (b) on the Job what, and (c) other explained.

Dispose of 5 years after graduation.

10-2-19 APPROVAL OR ACCREDITATION VISIT REPORT

Reports of school system's compliance with approval and accreditation regulations on a visitation by Nebraska Department of Education Staff. May include other recommendations regarding curriculum, instruction, or facilities.

Dispose of after 7 years or after superseded, whichever is sooner.

10-2-20 ANNUAL FINANCE REPORT

Report of receipts and expenditures submitted to the Department of Education by each school.

Dispose of after 6 years.

10-2-21 CHAPTER 34 TEACHER EVALUATION POLICIES AND PROCEDURES

Report of compliance with Rule 34 requiring approved teacher evaluation policies. **Dispose of after superseded.**

10-2-22 ELEMENTARY-SECONDARY STAFF INFORMATION

Yearly report from selected public school districts as a joint requirement of EEOC and the Office for Civil Rights and the National Center for Education Statistics of the U.S. Department of Education. Contains employee information of schools from a racial and gender report perspective.

Dispose of after 3 years.

10-2-23 FALL ELEMENTARY AND SECONDARY SCHOOL CIVIL RIGHTS SURVEY: INDIVIDUAL SCHOOL REPORT

Random biannual survey of selected public school districts regarding grades offered, pupil statistics (membership, language assistance needs, gifted student enrollment, corporal punishment and suspensions) by race and gender, pupil assignment, special education enrollment, selected course enrollment and high school graduates by race and gender as well as persons receiving diplomas by race and gender.

Dispose of after 2 years.

10-2-24 FALL ELEMENTARY AND SECONDARY SCHOOL CIVIL RIGHTS SURVEY: SCHOOL SYSTEM SUMMARY REPORT

Random biannual survey of selected public school districts regarding court order status and special education students.

Dispose of after 2 years.

10-2-25 LIMITED ENGLISH PROFICIENT INDIVIDUAL STUDENT DATA

Form used to collect data on each limited English proficient student enrolled on March 1 of each year. Data is collected regarding areas such as: placement in special education, retention, test sources, dropouts, and the types of services provided to these students. Transfer to student's cumulative file as Subsidiary Student Records, see item 10-1-2.

10-2-26 PUBLIC SCHOOL SALARY UPDATE

Report which contains the contracted salary of all persons reported on the Fall Personnel Report.

Dispose of after 3 years.

10-2-27 PUBLIC TRANSPORTATION REIMBURSEMENT FORM

Application for reimbursement of the cost of child's transportation to and from school exceeding the four-mile limit.

Dispose of after 5 years.

10-2-28 REPORT OF COUNTY/CITY SUPERINTENDENT ON PRIVATE, DENOMINATIONAL PAROCHIAL SCHOOLS

Report of visit of public school officials, where applicable, to nonpublic schools pursuant to State Statute 79-1705 R.R.S. 1943.

Dispose of after 3 years.

10-2-29 SCHOOL DISTRICT MEMBERSHIP REPORT

Report which contains grade by grade fall membership, number of students by sex, and the number of students by racial ethnic background.

Dispose of after 3 years.

10-3 CHILD NUTRITION RECORDS

10-3-1 CLAIM FOR REIMBURSEMENT

Report of meals and milk served by type (paid, free and reduced price) and sent to State Department of Education.

Dispose of after 3 years provided audit has been completed.

10-3-2 DELETED

10-3-3 MENU ANALYSIS OR PRODUCTION RECORDS

Information required on daily reports is: menu, quantity of food served and number of meals served. Report is to determine that Meal Pattern Requirements are met. The MENU ANALYSIS form or PRODUCTION RECORD form must be approved by the Department of Education and is reviewed by state consultants.

Dispose of after 3 years provided audit has been completed.

10-3-4 NEBRASKA SCHOOL LUNCH PROGRAM DAILY RECORDS

Daily record of meals served, cash income and expenditures, amount of donations to the program and a reconciliation of accounts.

Dispose of after 3 years provided audit has been completed.

10-3-5 NONFOOD ASSISTANCE APPLICATION, CLAIM AND AGREEMENT (OBSOLETE 1980)

Applications, claims, and agreements sent by school to the State Department of Education for purchase of nonfood materials.

Immediately dispose of obsolete record.

10-3-6 RECORDS OF APPLICATIONS FOR FREE AND REDUCED PRICE MEALS

Includes the application submitted to school officials by parents seeking free or reduced price meals for their child and also the school's official response to the application. **Dispose of after 3 years provided audit has been completed.**

10-3-7 RECORDS OF FREE AND DONATED COMMODITIES, SCHOOL LUNCH PROGRAM

Records documenting the receipt of government surplus and other donated food items to school lunch programs.

Dispose of after 3 years provided audit has been completed.

10-3-8 SCHOOL FOOD SERVICE APPLICATION

Application to the Department of Education to operate a Food Service Program. **Dispose of after 3 years provided audit has been completed.**

10-3-9 SCHOOL LUNCH TICKET SALES RECEIPTS

Receipts of lunch tickets sold to students in the school lunch program.

Dispose of after 3 years provided audit has been completed.

10-3-10 STATEMENT OF INTENT TO OPERATE SCHOOL FOOD SERVICES (OBSOLETE JULY, 1985)

Annual statement sent by school to State Department of Education. **Immediately dispose of obsolete record.**

10-3-11 STATEMENT OF SCHOOL POLICY FOR DETERMINING ELIGIBILITY FOR FREE AND REDUCED PRICE MEALS AND FREE MILK (OBSOLETE JULY, 1985)

Letter setting forth standards for eligibility for free milk and lunches, which when signed by local school board officials, indicates their acceptance of those standards. **Immediately dispose of obsolete record.**

10-3-12 DELETED

10-3-13 QUARTERLY FINANCIAL STATEMENT (NDE 01-002)

Replaced the INCOME AND EXPENSE REPORT, NE SCHOOL FOOD SERVICE PROGRAM in 1978. Report of income, expenses and cost of nutrition programs and sent to State Department of Education.

Dispose of after 3 years provided audit has been completed.

10-3-14 VERIFICATION OF FREE AND REDUCED PRICE MEAL APPLICATIONS

Beginning school year 1983-84 three percent of applications on hand as of October 31 must be verified regarding information given on applications. Records kept to show this verification may include: notification of verification letter to parents, number of applications on hand, number verified, summary of verification process, documented evidence and notification of change in benefits.

Dispose of after 3 years provided audit has been completed.

10-4 FEDERAL APPLICATION PROGRAM RECORDS

10-4-1 SCHOOL'S ANNUAL REPORT OF INVENTORY (OBSOLETE DECEMBER, 1978)

School's equipment inventory of Federal Property sent to the Department of Education. **Immediately dispose of obsolete record.**

10-4-2 APPLICATION FOR APPROVAL OF PROPOSED EQUIPMENT PURCHASES (OBSOLETE DECEMBER, 1978)

Description and estimated cost of equipment to be purchased using program funds. **Immediately dispose of obsolete record.**

10-4-3 APPLICATION TO PARTICIPATE IN PROGRAM

Application varies: may include proposed program description, general information regarding Local Educational Agency, certification of compliance with federal standards (also called Statement of Assurances), statistics for computation of need and cost estimates (these applications are also called Applications for Approval of Programs). **Dispose of after 6 years.**

10-4-4 CLAIMS FOR REIMBURSEMENT

Claims made by school for financial reimbursement of services, supplies and equipment purchased under project provisions. Often submitted quarterly or semiannually. **Dispose of after 6 years.**

10-4-5 ENROLLMENT TOTALS FORM AND ATTENDANCE

Contains statistical information about student enrollment and attendance which is used to establish project needs.

Dispose of after 6 years.

10-4-6 GRANT APPLICATIONS

Applications submitted to Federal Government for title grants. **Dispose of after 6 years.**

10-4-7 AWARD LETTERS

Letters informing schools of approved grants.

Dispose of after 6 years.

10-4-8 LETTER OF INTENT

Statement from school which informs the Department of Education that it intends to participate in a program. May include a brief summary of the school project plans. **Dispose of after 6 years.**

10-4-9 OFFICIAL NOTICE OF ELIGIBILITY FOR PROGRAMS

Notification sent by Department of Education to school informing the latter that it has met program qualifications and is therefore eligible to participate in a program. **Dispose of after 6 years.**

10-4-10 PROJECT APPROVAL

Statement sent by Department of Education to school stating that school's proposed project has been approved and that funds will be available. **Dispose of after 6 years.**

10-4-11 PROJECT PROPOSALS

Narrative discussion of nature, objectives, procedures, estimated costs and personnel of proposed projects.

Dispose of after 6 years.

10-4-12 PROJECT REPORTS

May include preliminary reports, progress reports, annual reports, final reports and followup reports in narrative or other forms.

Dispose of after 6 years.

10-4-13 AND 10-4-14 DELETED

10-4-15 PROGRAM EVALUATIONS

May include the following: information about the school, project objectives, a performance evaluation, data on students and financial information. **Dispose of after 6 years.**

10-5 FEDERAL PROGRAM FINANCIAL REPORTS

10-5-1 DELETED (See 10-2-20)

10-5-2 APPLICATION FOR FEDERAL FUNDS

Summary of total cost of proposed project by subject area.

Dispose of after 6 years.

10-5-3 BUDGET FORMS

Financial plans for future projects.

Dispose of after 6 years.

10-5-4 FEDERAL FUNDS REQUEST (Form SOPP 2000-2) [OBSOLETE]

Includes project financing information, detailed budget and narrative justification. The DAS Form 2000-1 has been superseded by the SOPP 2000-2.

Immediately dispose of obsolete record.

10-5-5 DISBURSEMENT AND ESTIMATED REQUIREMENTS OF FEDERAL FUNDS BY LOCAL EDUCATIONAL AGENCY

Record of previous expenditures and estimates of the expenditures for the next year. **Dispose of after 6 years.**

10-5-6 RECORD AND REPORT OF FINANCE

Record of daily financial transactions.

Dispose of after 6 years.

10-5-7 STATEMENT OF FINANCIAL STATUS OF PROJECT

School's report of funding and expenditure of projects submitted to Department of Education.

Dispose of after 6 years.

10-6 MISCELLANEOUS RECORDS

10-6-1 THROUGH 10-6-3 DELETED (See 10-8-1)

10-6-4 REPORT OF SCHOOL FIRE DRILL TO STATE FIRE MARSHAL OF NEBRASKA

School official's report of the monthly fire drill which is required by statute. **Dispose of after 2 years.**

10-6-5 SCHOLARSHIP APPLICATION FORMS AND RELATED RECORDS

Includes application forms, letters of recommendation, transcripts and correspondence. NOTE: All information except the name of the recipient of the scholarship (and the names of auxiliaries) is confidential information. See section 84-712 et seq., R.R.S. 1943.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals pursuant to Section 10-8.

SECURITY MICROFILM: Transfer to State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

NON-RECIPIENTS: Dispose of 1 year after scholarship is awarded.

10-6-6 SCHOOL DISTRICT BONDS AND BOND COUPONS

District revenue bonds as returned by the county clerk to the school district when complete issue has been satisfied and compliance with Section 10-206, R.R.S. 1943, has been met.

Dispose of after verification of complete redemption of issue.

10-6-7 ADMISSION CERTIFICATES NONRESIDENT

Certificates of admission for nonresidents to attend school in a different district.

Dispose of after students' graduation or after students' 5 year continuous absence from school.

10-6-8 RETIREMENT REMITTANCES

Records of reports submitted to the School Retirement System which detail employee's withholding for retirement. Includes Deduction Remittance Reports, Adjustment Remittance Reports and correspondence with the School Retirement System regarding these reports.

Dispose of after 5 years.

10-6-9 TEACHER CERTIFICATES

Copy of each teacher's Nebraska Teaching Certificate. The certificate is each teacher's license to teach which shows areas of specialization and the levels for which the person is prepared.

Dispose of after teacher is no longer employed by the district or after superseded, whichever is sooner.

10-6-10 AUTHORITY FOR DISPOSAL OF RECORDS AFTER MICROFILMING

Unless specifically prohibited under a separate record series listing, all records of local school districts may be destroyed immediately after microfilming, provided that the following provisions are met before disposal of such records:

- 1. The micrographics project shall be registered with the State Records Administrator.
- 2. All micrographics recording shall be done in accordance with State Records Administrator's Rule 430 NAC 7, Micrographics Standards.
- A sample of the micrographics system shall have been inspected and approved by the State Records Administrator before such document disposal.

Records Management Division Nebraska State Office Building 301 Centennial Mall South P.O. Box 94921 Lincoln, NE 68509 (402) 471-2559

10-7 <u>VOCATIONAL EDUCATION RECORDS</u>

10-7-1 ANNUAL REPORT OF PROFESSIONAL IMPROVEMENT FOR VOCATIONAL EDUCATION TEACHERS (Form VE-32) (OBSOLETE JULY, 1985)

Report of courses, workshops, seminars or of employment relating to vocational fields that applicant participated in during last year. **Dispose of after 5 years.**

10-7-2 APPLICATION FOR APPROVAL OF VOCATIONAL EDUCATION FUNDING

Application in response to a request for proposal (RFP) for federal funding. The proposal describes the needs and objectives of vocational education programs. The proposal also includes activities, procedures and proposed cost of the program and services as a contract for the receipt and expenditure of funds.

Dispose of after 5 years.

10-7-3 EMERGENCY VOCATIONAL EDUCATION TEACHING POSITION REQUEST (Form VE-31) (OBSOLETE JULY, 1985)

Request for permission for partially qualified teachers to teach vocational education classes. The applicant is given a specified period to attain qualifications.

Dispose of application upon the teacher's full qualification. Dispose of applications of teachers not becoming fully qualified after 4 years.

10-7-4 LOCAL SCHOOL PLAN FOR VOCATIONAL EDUCATION (16-044) (OBSOLETE JULY, 1985)

Describes the vocational education program proposed for the current year. **Dispose of after 5 years.**

10-7-5 QUALIFICATIONS FOR TEACHING A REIMBURSABLE VOCATIONAL EDUCATION COURSE (Form VE-30) (OBSOLETE JULY, 1985)

Teacher's report of educational background and experience. If requirements are met, the applicant is qualified to teach the vocational education course listed on this form. **Dispose of 10 years after last activity.**

10-7-6 STUDENT REPORTING FORMS (16-049) (OBSOLETE JULY, 1985)

Lists names, identification numbers, personal information and vocational education courses during high school. NOTE: This is a CONFIDENTIAL record per Section 79-1,457, R.R.S. 1943.

Dispose of 5 years after last entry.

10-7-7 VEDS COURSE REPORT FORMS (16-048) (OBSOLETE JULY, 1985)

Lists names and identification numbers of all students enrolled in reimbursable vocational education programs.

Dispose of after 5 years.

10-7-8 CLAIMS AND REPORTS FOR APPROVED APPLICATIONS

Includes semi-annual claims for reimbursement and progress reports, evaluation reports, final claims for reimbursement, final reports and project abstract. **Dispose of after 5 years.**

10-7-9 VOCATIONAL STUDENT ORGANIZATION RECORDS

Records may include state and national dues records, affiliation forms, form requesting local chapter's affiliation with state and national organization, application for scholarships and records of money received from chapter treasurers.

Dispose of after 5 years.

10-8 ADULT EDUCATION AND ADULT BASIC EDUCATION RECORDS

10-8-1 ADULT EDUCATION RECORDS

10-8-1-1 ADULT ALTERNATIVE HIGH SCHOOL ATTENDANCE RECORDS

Attendance records of adults who are enrolled to gain credits toward a diploma. ORIGINAL RECORDS: Retain permanently; OR, microfilm and destroy originals pursuant to section 10-8.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently. MICROFILM WORK COPY: Retain permanently.

10-8-1-2 ADULT EDUCATION CLASS ROSTERS (OBSOLETE JULY, 1988)

Rosters of persons participating in adult education classes.

Immediately dispose of obsolete record.

10-8-1-3 ADULT EDUCATION CLASS SCHEDULES

Schedules of Adult Education Classes.

Dispose of after end of academic year.

10-8-2 ADULT BASIC EDUCATION RECORDS

10-8-2-1 APPLICATION FOR APPROVAL OF ADULT EDUCATION FUNDING

Application in response to a request for proposal (RFP) for federal funding. The proposal describes the needs and objectives of the adult basic education program. The proposal also includes activities, procedures and proposed cost of the program and serves as a contract for the receipt and expenditure of funds.

Dispose of after 5 years.

10-8-2-2 CLAIMS AND REPORTS FOR APPROVED APPLICATIONS, ADULT BASIC EDUCATION

Includes semi-annual claims for reimbursement and progress reports, evaluation reports, final claims for reimbursement, final reports and project abstract. **Dispose of after 5 years.**

10-8-2-3 ADULT BASIC EDUCATION ATTENDANCE RECORDS

Attendance records of adults who receive basic skills training for any grade level. High school credit towards a diploma is not given for this training although it may prepare the student to take the G.E.D. exam.

Dispose of after 5 years.

RECORDS DISPOSITION REPORT	T AGENCY
TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION	DIVISION
440 S. 8 TH STREET SUITE 210	SUB-DIVISION
LINCOLN, NE 68508-2294	
REQUIRED INFORMATION:	
<u> </u>	anagement Act, records of this agency have been
disposed of under the authorization granted	• •
SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)
(DO NOT INCHODE SECTION AND ITEM NUMBERS)	(SEE REVERSE)
OPTIONAL INFORMATION (FOR	VOLID LISE ONL VI-
•	on which will be useful to you in recording exactly
· ·	what authority. This might include such things as
	of records, inclusive dates of records, etc. This
information is not required to be filed with	Records Management.

DATE SIGNATURE

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

VOLUME ESTIMATING GUIDE

(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal size	12 cubic feet
Records center carton	1 cubic foot
About a pickup load	50 cubic feet